Training-of-Trainers online workshop
"Access to Information and Public Participation"

28 – 29 September 2021, 14:00hrs – 17:00hrs

On the Zoom platform of UCLG Africa

Link to apply: HERE

Organized by UCLG-AFRICA through its African Local Governments Academy (ALGA) in partnership with the International Centre for the Promotion of Human Rights at the Local and Regional Levels under the auspices of UNESCO and the UNESCO Regional Bureau for Sciences in the Arab States - Cairo

I.   Context

ALGA of UCLG Africa has identified the need for qualified multipliers who can build the capacities of local authorities on human rights. With its experience in providing training to local authorities, government officials and law enforcement agencies, the Centre offers a training to prospective human resource staff, staff trainers, human rights trainers and multipliers of human rights education with the aim to create a pool of trainers on the principle to "leave no-one behind".

II.   Target group

The training-of-trainers (ToT) capacity building requires a small, pre-identified group of participants, therefore, participation is limited to max. 30 people to ensure engagement and professional exchange.

Participants have the opportunity and power to train, inform, exchange with, consult or accompany those who take decisions on or implement policies. They seek to deepen the impact and sustainability of their capacity building and training efforts by applying a human rights-based approach.

They are experts in their field of competence.

- Academics
- trainers and educators on different subjects
- officials in charge of developing human resources in local administrations
- consultants

The organizers particularly encourage to apply:

- Members of the network of Human Resources Managers of Local Governments in Africa (Local Africa HRnet) who can act as multipliers and henceforth integrate human rights standards in their staff training curriculum.

- Members of the ALGA Network of Coaches, Trainers, Experts and Resource Persons who are already vetted trainers and would benefit from human rights expertise.
- Qualified staff of the Anchoring Institutes of ALGA in Africa.

A formal certificate of participation is awarded.

III.   Application

Application for the event is required. People interested to participate are invited to submit their application. The application form is available HERE. The call is open until 24 September 2021. Selected participants will be provided with links and access codes.

The participation is free of charge.

IV.   Content

The toolkit for urban inclusion (the Toolkit, available for download here) is an excellent tool to promote a HRBA to local policy making that is practically relevant and created by cities for cities and multipliers to use. It provides city leaders and local government officials with practical tools and advice to build inclusive and sustainable cities. The Toolkit was developed by cities for cities; it documents the accumulated transferrable and tacit knowledge of participating cities, reflects their own experiences and compiles them into policy models.

This Training of Trainers workshop discusses two policy models and hands-on guidance on two topics of high relevance for cities:

Access to Information

Access to information is an essential enabler of urban inclusion and a prerequisite for effective public participation and citizenship and contributes to the achievement of human rights principles, notably transparency and accountability. The Toolkit provides tips and guidance for planning, implementing and evaluating access to information policies and programs in the city.

Public Participation

Public participation enables local authorities to make rational decisions concerning their cities, as it allows them to closely identify the priorities and needs of different groups of inhabitants, and to respond to these needs through adequate measures. The Toolkit explores and examines possible practical means to implement public participation at the local level.

V.   Goals

As a result of each online training course, trainers and multipliers have guidance to identify and implement tools to promote urban inclusion, apply a human rights-based approach in their trainings and to share this knowledge with others, using the Toolkit.

The goals of each training course are to

- Apply the Toolkit for Urban Inclusion to promote a HRBA to local policy making to the context of target participants
- Provide knowledge and training skills on the human rights training methodology;
- Provide an opportunity for trainers and multipliers to enhance their capacities;
- Serve as a platform to share experiences and good practices and initiate in-depth learning among participants.
- Empower "Toolkit Ambassadors" who appreciate the relevance of the toolkit, apply and promote it and help to shape it further.

VI.   Learning objectives

By the end of each course, participants will be able to:

- Recognise the importance of human rights for inclusive and sustainable cities;
- Apply the Toolkit in the training of their respective target groups;
- Increase sustainability and impact of their capacity building efforts by building on the experiences of other cities by using the Toolkit;
- Appreciate the integration of HRBA in their trainings as a matter of professionalism;
- Identify strategies to reach and motivate their respective target group.

VII. Pedagogical and methodological approach

This ToT workshop combines content and methodology with the aim to empower participants to be able to deliver trainings for their target groups, using the Toolkit.

The workshop follows a Human Rights-based Approach to Training. A HRBA helps to operationalize human rights principles into classroom practice and provides a guideline for the monitoring of education programmes. Therefore, human rights principles provide guidance for the implementation of the ToT workshop, as well as a yardstick for participants to analyse actions, programmes and policies of their target group in how well they fare respecting, protecting and fulfilling human rights. They are usually referred to using the acronym PANEL:

- P articipation
- A ccountability and Rule of Law
- N on-discrimination and vulnerable Groups
- E mpowerment
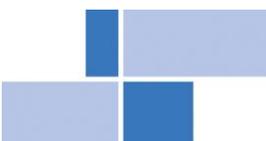- L inkages to Human Rights framework, systems and standards

VIII. Modalities

This Online Capacity Building Workshop will be led and facilitated by the International Centre for the Promotion of Human Rights at the Local and Regional Levels under the auspices of UNESCO supported by its Partners. It is organized in cooperation with United Cities and Local Governments of Africa (UCLG Africa). The workshop, which will be organized remotely, will be held in English, with simultaneous translation into French and Arabic. It is designed as an interactive webinar.

Communication and collaboration tools will be provided through UCLG Africa. Links and access codes will be provided to participants.

IX. Organizers

- - The United Cities and Local Governments of Africa (UCLG Africa) through its African Local Governments Academy (ALGA).
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   Contact: Dr. Najat ZARROUK: Nzarrouk@uclga.org
   Fariath CHABI: fchabi@uclga.org;
   Philomène DABIRE: pdabire@uclga.org

- - The International Centre for the Promotion of Human Rights at the Local and Regional Levels under the Auspices of UNESCO.
   Website: www.humanrightsgolocal.org
   Contact: Bernadette KNAUDER: bernadette.knauder@uni-graz.at

- - UNESCO Regional Bureau for Sciences in the Arab States – Cairo.

Course Outline

September 28, 2021

Module 1: A Human Rights-based approach

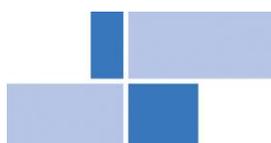|	
14:00 — 14:20	**Introductory session** Presentation of Participants, Workshop Rules and procedures
14:20 — 14:40	**Key elements of human rights and the HRBA** Human Rights as system of laws, set of values and a vision for good governance Method: Presentation and discussion
14:40 — 15:00	**Local government, good governance and human rights** The role of local governments in the fulfillment of human rights and concrete benefits of a human rights-compliant behavior Method: Presentation and discussion
15:30 — 16:00	**Principles of human rights education and training** Discussion of a HRBA to training (PANEL principles). Enabling participants to apply HRBA principles in their training efforts, presentation of tools. Method: Presentation and discussion
16:00 — 16:30	**The toolkit methodology** Presentation of the Toolkit as a prime example for of a HRBA to local policy making. Scope, background, core objectives, application and practical relevance of the Toolkit. Argumentation and approaches to overcome challenges in the implementation of specific policies. Method: Presentation and discussion
16:30 — 17:00	**By cites for cities** Experiences of cities with the creation and application of the toolkit Method: Presentation and exchange of experiences

Module 2: Home assignment

Identifying target groups

Participants familiarize themselves with the content of the toolkit chapters *Sport for Youth Inclusion and Citizenship and Human Rights Education* and complete a worksheet where they

- Identify and name the target group/s of their capacity building efforts
- Assess in which stage of the policy cycle their target group is primarily involved
- Sketch how (elements of) their target group would benefit from applying the Toolkit

Method: Self-paced work

September 29, 2021

Module 3: Applying the Toolkit to build inclusive cities

14:00 – 14:15	**Recap and presentation of home assignment** Method: Presentations and discussion

14:15 – 15:30	**The Toolkit on Sport for Youth Inclusion and Citizenship and Human Rights Education** Discussion of a HRBA in all phases of the policy cycle, using examples from the toolkit, chapters *Sport for Youth Inclusion and Citizenship and Human Rights Education.* Introduction to useful tools and training resources for each step. Participants contribute with their own experience and identify context factors. Participants learn that the toolkit is transferrable to their own context and offers tools for local application, as well as selected solutions from other cities. They will be empowered to use the Toolkit in trainings with their target group.

Importance and identification (L)

- Relevance
- Benefits
- Commitments/ Human Rights framework

- TOOL: Human rights assessment and analysis

Planning (P, N, E)

- Conducting a diagnosis study/ Evaluating existing programs
- Identifying (detailed) objectives
- Assessing feasibility of implementation
- Identifying stakeholders and concerned parties and plan for their engagement
- Designing programs/ program components
- Institutionalization and continuity
- Planning Challenges and ways to overcome them
- Checklist: Planning phase

- TOOL: Stakeholder analysis, Checklist planning phase
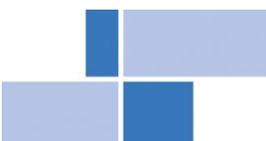
Implementation (P,A,N,E)

- Implementation Methods
- Implementation challenges and solutions
- Checklist: Implementation phase

Evaluation (A, I)

- Success indicators and key questions

- TOOL: Monitoring and evaluation section in Supporting Tools

Method: Presentation and guided discussion along the experiences of the participants and/or examples from the Toolkit.

15:45 – 16:30	**Applying the toolkit independently** Participants are distributed in groups (group composition: language groups according to the three language versions of the Toolkit: English, French, Arabic). Participants use toolkit chapters, identify use of the toolkit for their target group and contextualize it. Guiding Questions: - Who is our target group? - In which phase of the policy cycle is your target group primarily involved? - How do you reach and engage the target group to apply the Toolkit? - Identify context factors and factors that support the application - Which elements of the toolkit are of importance to my target group? - How can I use those elements in a training? Method: Group work
16:30 – 17:00	**Discussion and exchange** Plenary presentations of the working group results and exchange Presentation/ Discussion of ways forward and further use of the toolkit. Method: Presentation and exchange of experiences